

**VIRGINIA NATIONAL GUARD**  
**TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 06-171**

**POSITION:** SUPPLY TECHNICIAN (Indefinite), 06-171, (PD Number: 70154000)

**GRADE/PAY:** GS-2005-07 \$35,625.00 - \$46,310.00 per annum

**OPENING DATE:** 2 November 2006 **CLOSING DATE:** 1 December 2006 (1700 hrs)

**DUTY LOCATION:** USPFO, Waller Depot, Richmond, VA

**EMPLOYMENT STATUS:** Excepted Service Male/Female Enlisted Personnel (NTE E6)

**WHO CAN APPLY:**

**GROUP I** - All qualified enlisted personnel (NTE E6) currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

**GROUP II** - All qualified Virginia Army and Air National Guard enlisted personnel (NTE E6), regardless of employment status (Traditional, Military Technician or AGR). To be considered as a Group II applicant, proof of enlistment in the Virginia National Guard is required to be attached to the application if enlistment occurred within 60 days prior to or during the advertisement period.

**GROUP III**- Individual eligible for membership in the Virginia National Guard.

**MILITARY CRITERIA:** Applicant must be qualified and eligible for award of a MOS as follows: E: CMF: 92

**MILITARY ASSIGNMENT:** Applicant selected for this military technician position must occupy a military assignment in the Virginia Army National Guard that ensures proper grade, unit, and MOS prior to placement.

**POINT OF CONTACT:** CW2 Jason Evans, (804) 228-5188

**QUALIFICATION REQUIREMENTS:**

**GENERAL:** Experience in clerical or office work such as maintaining records; screening, reviewing, and verifying documents; searching for and compiling information and data; or work involved in the physical handling of supplies and equipment provided this gave the candidate some general knowledge of supply transactions and regulations, procedures, identification codes, etc.

**SPECIALIZED:** Work experience listed on the application must show at least twelve (12) months specialized experience, such as: experience in closely related activities which provided the applicant with a knowledge of the rules, regulations, procedures, and program requirements of one or more areas of a supply system, and which demonstrated the applicant's ability to perform at the level of the position to be filled.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) REQUIREMENTS:** Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian experience which supports each KSA. **The KSAs are NOT used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Knowledge of standard methods of receipt of material order documentation control and material processing.
2. Knowledge of policies and regulations regarding storage space controls, stock location systems, layouts and storage techniques.
3. Ability to establish and maintain effective work relationships.
4. Knowledge of regulations and mechanized and/or statistical techniques in the computation and forecasting of quantitative requirements.
5. Knowledge of regulatory requirements governing the accounting for government property.
6. Ability to research information.

7. Knowledge of how to fill out, post, file, control, or code supply documents or transactions.

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**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** Completion of 4 academic years of education in business or administration in an accredited college or university will satisfy the requirements for the GS-7 position. Military training courses will be credited on a month for month basis. Applicants must submit transcripts, diplomas or other forms of completion certificates to provide verification of related courses.

**DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION 70154000:** Serves as manager for assigned materials. Reviews justification and approves issues for emergency requests. Manages and reviews supply transactions based on dollar limitations, status of Obligations Authority (OA), status of consumer funds and verifying with requisitioning activity. Is responsible for managing the DOD Activity Address File (DODAAF) to include additions, changes and deletions. Maintains contacts with customers for critical shortages. Drafts correspondence pertaining to individual transactions or stock numbers for assigned materials.

**REMARKS:** This position is being advertised as an indefinite appointment and applicant selected may be released at any time.

In the event a permanent employee is accepted for this indefinite position, there will be a change in their tenure from permanent to indefinite.

Indefinite appointments may be made permanent at a later date without competition. Individual will be advised of his/her rights and benefits to which entitled.

**APPLICATION PROCEDURES:** INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO [vanguardtechjobs@ng.army.mil](mailto:vanguardtechjobs@ng.army.mil) or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER. ANY GROUP II OR III APPLICANT SELECTED WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT MEDICAL SCREENING WHICH WILL BE PAID FOR BY THE AGENCY.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.neguard.com/HRO/otherjobs-linkspage.html>.

TPVA 06-171

DAVID A. ARCHER  
COL, AD, VaARNG  
Human Resource Officer